Agenda
Wed 1st August 2018
3pm

1. Record attendance and apologies

2. Minutes of previous meeting

3. Business arising

4. Correspondence

5. Reports

    5.1 Principals report

    5.2 Presidents report

    5.3 Treasurers report

    5.4 Canteen report

    5.6 Fundraising Report

    5.5 Uniform room report

    5.7 School Board report

6. General Business

7. Date of next meeting & Closure

MINUTES

WEST MORLEY P&C

Wednesday 13th June 2018

Commencing 7pm

1. **Attendance**

Peter Harty (Principal)
Anthea Rogers (President)
Janelle Di Marco
Peta Donaghey
Stephanie Knowles
Kelly Robertson
Kelly McMillan
Kelly Brandenburg
Liam Wolff

Apologies
Tina Wolff
Honor Burrows

2. Minutes of previous meeting

That the minutes from May 16th 2018 be accepted.

Moved: Anthea Rogers

Seconded: Kelly R

3. Business arising

Anthea has investigated guidelines for using P&C money for gift giving. Any money used for gift giving must be documented to allow transparency. It was agreed and passed that no more than $100 will utilised this year for gifts. This will include the canteen volunteer's lunch. It is noted that going forward, a dollar amount for gifts will be voted on at the AGM during funds allocation.

Connect is now up and running. Each member should have their own login.

Purchase of new lockbox – **carried forward.**

Action: Kelly R to purchase one before next event

Eftpos/QKR for uniform room is being investigated – P&C must provide their own printer as it is not appropriate to access school printer.

Canteen upgrade – Anthea is awaiting a response from City of Stirling regarding upgrading status of canteen

4.0 Correspondence

- **City of Stirling Health Inspection Report**
- **Bank Statements/ Login documents for new users**
- **ATO document**
- **LW Reid catalogue**
- **ANZ deposit book for "Uniforms**

5. Reports

5.1 Treasurers report

See attached report

Coins from silver cent challenge have been counted and deposited. Award for the winning room to be presented at next assembly

Canteen Manager's award will increase on 1st of July. Contract to be checked for accrued holidays and payment of public holidays. **ACTION: Anthea to check contract. Canteen Manager pay level to be investigated further**

Level of cover for insurances to be reviewed. We currently have cover for $3000 of uniform stock. **ACTION: Check with Honor if this dollar amount is correct, then renew insurance**

5.2 Principals report

See attached report

Carla Sudholz to be included in mail out of meeting minutes

Thank you to Honor for creating Silver Cent Challenge charts

Community Engagement – proposed alternatives to current school app

Naplan Online – completed and ran very smoothly

SDD – last Friday of term

Farewell for Mrs Woods – P&C invited to attend

List of projected school upgrades for long term planning and allocation of P&C funds

Possibility of families paying all incursion/excursion money at the beginning of year to streamline collection process

5.3 Presidents report

WACCSO has been contacted to ask if they need choir for conference – **Choir has been booked**

Invitation extended to the P&C to attend WACCSO conference on 18-19 August

14 people have been booked to lunch with Simon Millman @ Parliament House on 3rd of July

All old documents have now been shredded and uniform shop holds records from 2010 onwards

Facebook page now has 58 members. Request pending from Mullianga Jacky as is unknown to the school

5.4 Canteen report

Tina desperately needs volunteers – can P&C please spread the word

Canteen Wish list

- Stainless steel benchtops
- Sink and taps
- Replace hand basins and taps
- Remove second sink and replace benchtops
- Oven/stove tops
- Roller door (slide screens)
- Fix windows as unable to close properly
- Remove wall heaters
- Remove wall shelving
- Replace entrance cupboards doors and shelving
- Flooring
- Data points/power points

This will all depend on the how much money we are willing to spend and the grading that we are aiming to achieve

5.5 Uniform room report

See report attached

5.6 Fundraising report

Entertainment Books – currently 28 memberships sold. Another mail out should be done for further promotion.
Silver Cent Challenge – to finish on the last Tuesday for a Thursday assembly announcement. Photo of winning class with Mr Payne. Tina will need 30 icy poles ready and the P&C to be billed
Lapathon – Discussion of a possible theme and set for Term 4
First Aid Course – Kelly to investigate
Bankwest Easy Grants – Janelle to put in application with canteen upgrade as fundraising goal
Movie Night – Set for Term 4

5.7 **School Board report**

Business Plan reviewed and signed off

Cultural Ambassadors to be appointed – to take information back to the community

Naplan Online feedback

6. General Business

Connect is now up and running. Demonstration has been postponed due to length of meeting

6.1 Other General Business

7. Date of next meeting 1st August 2018 @ 3pm

Meeting closed @ 9.25pm